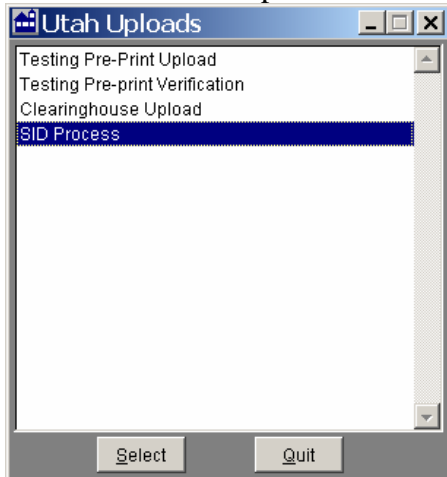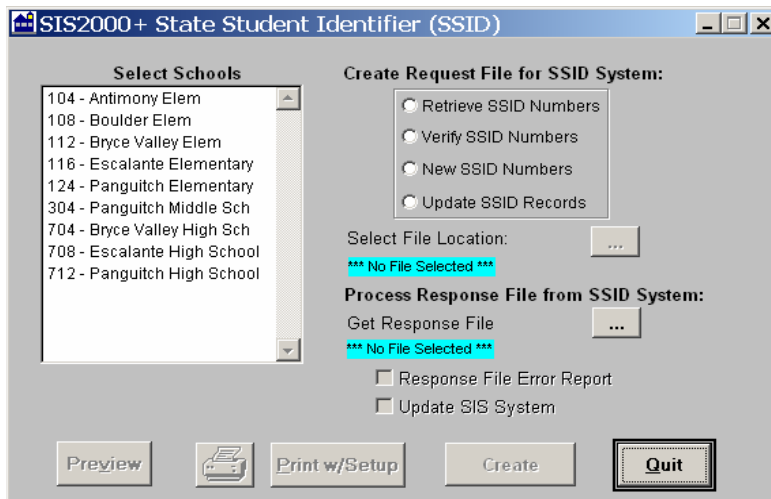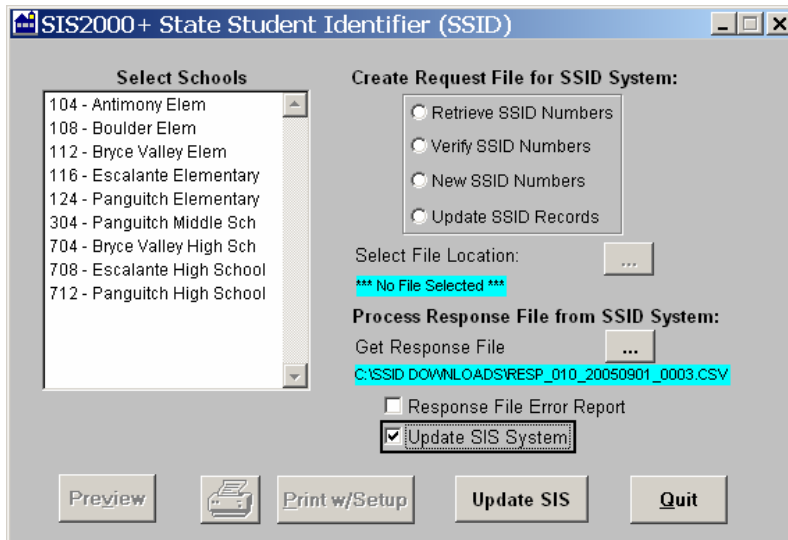# SSID Documentation

Go to Utah Audit/Uploads. There will be an entry for SSID Process.

The first time you run this process will be the New SSID Numbers. You need to choose all of your schools. When a Request File selection has been made, the browse(…) box will become enabled. You will then click on it and choose a path where you want to save your file. The file name already will be assigned except for the last 4 digits. You can leave the 0000 for the first run, but if you do another run on the same day you need to increment it so the file name will be different each time you submit to the SSID system. Once the file has been created you have to go to the SSID system and log into that. You should have gotten documentation for that system from the SSID people. Once the file processing has completed, you will be able to download a response file the SSID system creates for you.

Once you have downloaded the SSID response file, you need to go to "Process Response File from SSID System". You need to browse out and find the file (RESP_XXXX.csv). You can view the error report or do the Update SIS System. After you have clicked on Update SIS System, the Update SIS System button will appear. Click on it and your SIS System will be updated. This will put the SSID number's into your database and you can then view them in the Student Editor.

The Retrieve SSID Numbers should be run next. Run though this process the same way you did the New Request file.

The Update SSID Records request is for things like student name changes, birthdate, and gender that you change in the SIS2000 system that need to be updated in the SSID system. When you change one of these fields in SIS2000, the student record will be flagged as having had a change made to it. These are the students that will be included in the Update SSID Records request File. You process this file in the same way. You will still get a response file back and you have to Update SIS System so it will unflag the student record.

The last type request file is the Verify SSID Numbers. This includes all students and matches LEA id, LEA school id, student id, name, birthdate and gender from the SIS2000 to the SSID system. You need to make sure you do not have any errors in the SSID system when you process this file. If you do you will need to correct these errors. You do not need to download a response file to update SIS2000 for this type of request file. You need to do this request before any testing preprint, Oct 1, Dec 1, and Clearinghouse uploads.

If you only have a few students that you want to retrieve or if you know that a student is new to the Utah school system, you can always go to the SSID System and manually find the student and retrieve them or do a new student from there and then enter the SSID number into the Student Editor module if you don't want to go through this SSID Process. If you need assistance with this, please call the SSID Site help desk, Lisa Lindgren 801 538-7637.